

Kaira Jakobsh | Research Consultant

LinkedIn [@kaira-jakobsh](#)

Toronto, Ontario

Education

2018-2019, Humber College, Graduate Certificate, Research Analyst Program
2012-2016, University of Toronto, Bachelor of Arts, History, Political Science, African Studies

Skills

Project planning and delivery
Stakeholder engagement
Team leadership
Proposal and grant writing

Qualitative research design
Survey design and administration
Data synthesis, thematic analysis
Interview and focus group facilitation

Report writing and editing
Visual communication
Knowledge translation
Creative data presentation

Research Experience

August 2024 - Present

Freelance Research Consultant

Sole Proprietor

- Advising on research initiatives and project development for non-profits and private companies
- Leading end-to-end qualitative and quantitative research projects, including scoping, planning, budgeting, and coordination
- Providing ad-hoc research support such as conducting interviews, writing, editing
- Grant and proposal writing
- Developing onboarding and training materials, and research processes to support clients' capacity building

January 2023 - August 2024

The Conference Board of Canada

Senior Research Associate, Indigenous and Northern Communities

- Developed comprehensive project pitches and proposals, including extensive background research, outreach, project planning, and design, leading to successful project initiation.
- Coordinated Research Advisory Boards involving senior executives and experts to ensure high-quality guidance and decision-making.
- Conducted qualitative research including participant recruitment, interviews, and analysis
- Wrote impactful reports, key findings, and web pages
- Presented research findings in-person and online
- Planned and executed meetings for Corporate Indigenous Relations Council
- Led the development of new company and team policies

May 2019 - January 2023

Canadian Council for Indigenous Business

Research Project Manager (2021), Associate (2021), Coordinator (2019), Intern (2019)

- Managed and collaborated on over 20 projects from start to finish including proposal writing, project planning, research design, data collection, analysis, editing, graphic design, and launch.
- Led 5-7 staff and collaborated with senior-level funders, vendors, and other departments to ensure successful completion of all projects.
- Successfully secured over \$700k in project funding through well-crafted research proposals, contributing to long-term partnerships and impactful policy outcomes.
- Wrote and edited over 15 reports. Interpreted data to identify findings and to communicate an impactful story, having policy outcomes on the national level.
- Presented findings to funders and online audiences.
- Improved communication strategies by enhancing website content, infographics, and social media presence, significantly boosting research dissemination and engagement.
- Led new areas of research including portfolios on the impacts of COVID-19 on the Indigenous economy, and Indigenous women's entrepreneurship.
- Improved department capacity by hiring and training new staff, creating manuals and templates, and strategic planning.

2018

Metrolinx

Data Analyst

- Conducted document analysis, recorded metadata in database
- Worked independently according to internal strategies and policies
- Quickly exceeded targets and maintained high accuracy rates

2017

International Institute for Business Analysis

Research Assistant

- Conducted market research to support strategic planning
- Conducted interviews, transcribed, took notes, conducted qualitative analysis
- Wrote summary reports based on interviews and web research

2016-2017

G20 Research Group

Compliance Analyst

- Researched and wrote entries for the 2016 Hangzhou G20 Summit Compliance Report
- Compiled data from government and news websites to evaluate government actions
- Edited and formatted documents to comply with publication standards

2016-2017

Save Liberty

Research Assistant

- Conducted preliminary research for a heritage preservation project
- Compiled data from the City of Toronto Archives, libraries, and online resources
- Worked independently to complete all tasks on schedule

Other experience

January 2020-Present

Stomping Grounds Illustrations

Illustrator and Creative Producer

- Create original watercolour paintings, including custom commissions and local landmarks,
- Successfully completed a multi-asset creative project for a corporate client, delivering custom originals and retail-ready materials including postcards, labels, posters, and fine art prints
- Management of online store operations including web design and administration, sourcing, and shipping of fine art prints and other materials
- Social media management and marketing, including short form content and advertising

October 2024-April 2025

Centre for Social Innovation

Community Animator

- Planned and facilitated community-building events for CSI members, including hosting a peer learning event for freelancers
- Supported CSI members and staff with administrative and programming support
- Contributed to an inclusive, welcoming environment for entrepreneurs, creatives, and social impact organizations

2016-2018

Randstad

Administrative professional (Contract)

- IA Clarington Investments, Receptionist
- Edelman, Receptionist and Administrative Assistant
- TVO Independent Learning Centre, Administrator
- Ontario Pharmacists Association, Customer Experience Specialist

Publication highlights

Learning and Skills development

- *Learning From One Another: Building a Stronger Skills Development Landscape in Nunavut, Northern Ontario, and Yukon* (Oct 21, 2024)
Conference Board of Canada
- *Indigenous Youth in Finance: Navigating a Complex Path* (Sep 23, 2024)
Conference Board of Canada
- *Sharing Knowledge from Indigenous Trusts* (Aug 13, 2024)
The Conference Board of Canada

Economic Landscape

- *Leading Transformations: Indigenous Economic Development Corporations and the Post-COVID Recovery* (Dec 15, 2022)
Canadian Council for Aboriginal Business
- *Promise and Prosperity: The 2020 Ontario Aboriginal Business Survey* (Oct 19, 2020)
Canadian Council for Aboriginal Business
- *COVID-19 Indigenous Business Survey* (Jul 30, 2020)
Indigenous Business COVID-19 Response Taskforce

Women's Entrepreneurship

- *Breaking Barriers: A decade of Indigenous women's entrepreneurship in Canada* (Dec 10, 2020)
Canadian Council for Aboriginal Business, Women's Entrepreneurship Knowledge Hub
- *Indigenous Women Entrepreneurs: Preliminary Report* (Sep 16, 2020)
Women's Entrepreneurship Knowledge Hub, Canadian Council for Aboriginal Business